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Cyd V. Grimes, C.P.M.
Travis County Purchasing Agent

Travis County
Commissioners Court
County Judge Samuel T. Biscoe
Pct. 1 Commissioner Ron Davis
Pct. 2 Commissioner Karen Sonleitner
Pct. 3 Commissioner Todd Baxter
Pct. 4 Commissioner Margaret Gomez

Travis County
Purchasing Board
Pct. 4 County Commissioner
Margaret Gomez, Chairperson
Pct. 3 County Commissioner Todd Baxter
353rd District Ct. Judge Margaret Cooper
201st District Ct. Judge Suzanne Covington
331st District Ct. Judge Bob Perkins

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Travis County Purchasing Quarterly

County Purchasing Office Holds Second HUB Forum

By Jorge Talavera

Winners visualize the rewards of success not the penalties of failure, the saying goes. Purchasing Office staff, HUB vendors and invited guest speakers who attended Travis County's Second HUB Mini-Forum, "Eye on Construction," on March 7th, were winners when they came together to discuss how HUB programs successfully fit into the big purchasing picture.

Jerry Raisch, Construction Procurement Specialist, introduced the forum's keynote speaker, Precinct Four Travis County Commissioner Margaret Gomez, who was elected to the Commissioner's Court in 1995 and is the first Mexican-American woman to serve Travis County in this capacity.

Commissioner Gomez, whose accolades include "Outstanding Hispanic Woman," from the League of United Latin American Citizens (LULAC) and the Texas Women's Political Caucus' "Woman of the Year," addressed the issues of bonding and prompt payment, and expressed Travis County's interest in establishing partnerships with other Texas counties.

Commissioner Gomez also shared the Court's commitment to improve the purchasing process and facilitate the bonding that is paramount to doing business with the County.

"It's for your protection and our protection, and together we protect the taxpayers money," Gomez said about bonding. "It's not real easy. I wish it were easier than it is. We just have to keep trying to make it work."

Commissioner Gomez stated she was "very interested" in partnering with other urban Texas counties, much like the

In the Spotlight Rosalinda Garcia

By Jorge Talavera

When Rosalinda Garcia reported for her first day of work at the Courthouse Annex building as a Purchasing Assistant, George H. Bush was yet to be president and ATM's were modern technology.

With her 13-year anniversary approaching in July, she is now a Buyer III, a seasoned veteran of the Purchasing Office and is familiar with most everyone in the numerous County departments who deal with Purchasing.

Rosalinda specializes in purchasing computer hardware and software, paper products and office equipment.

She credits her willingness to learn as her most valuable attribute in climbing the career ladder, and says her friends know her as a very straightforward and honest person. Rosalinda, known to most as "Rose," says that on the job, "everyday is a good day."

"When you've been here as long as I have," she explains, "you realize you have to turn negatives into positives to make it a good day."

When problems arise, "I usually have experienced them before, so I know how to handle them," she says, "You learn to improvise in a lot of different areas."

Rose most enjoys the customer service involved in being a Buyer and likes helping others to troubleshoot when they encounter problems. "I will either help them or find someone who can. They know if they have a problem, call Rose."

Respecting her colleagues' opinions and being helpful are the traits that, Rose says, have served as valuable tools in



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current partnership with San Antonio's Bexar County. Such partnerships allow counties "to share what's going on in business in terms of needs for vendors, who are also our taxpayers," said Gomez.

Bexar County Small, Woman and Minority Business Enterprise (SWMBE) Program Coordinator Renee Watson was a member of the forum panel. Watson explained Bexar County's recently revived SWMBE program, and thanked Travis County for the "leadership they provided" in helping to develop the program.

"A lot of the information that we are adopting comes from the models of what Travis County has been doing," said Watson. Her comments sparked discussions about the current status and future direction of HUB programs in Central Texas.

"We want to make doing business with Travis County a pleasant experience," said Commissioner Gomez. Paying vendors on time is a major step in achieving this, which is why "forming a cross-departmental team to address the prompt payment issue," is an idea that the Court is considering.

Prompt payment keeps vendors happy and "allows the County to deliver facilities or projects that voters have approved on time and in budget," said Gomez.

Roger El-Khoury, Travis County Facilities Management Director, presented several upcoming contracting opportunities and ignited a lively discussion on HUB Subcontracting.

Steve Swanson, Chairman of the Community Mentor Protégé Initiative (CMPI), gave a brief history and overview of the program that pairs up voluntary contractors into mentor/ protégé relationships.

"People get excited when they see a group of people come together to help others," said Swanson, "It's real exciting to be a part of that."

Commissioner Gomez closed her remarks by encouraging the dialogue between vendors and the County.

"We want to continue sharing information with you," she told vendors, "and certainly want to continue hearing from you as to how we can improve ourselves." Q

"We want to make doing business with Travis County a pleasant experience."



Left: Renee Watson applauds Commissioner Gomez as she prepares to make her remarks. Above: Jerry Raisch, Marvin Brice and David Moreno of the Purchasing Office, and Roger El-Khoury of Facilities Management participate in the Forum networking session.

Frequently Asked Questions

Q: What do all of the acronyms mean? IFB, RFP, RFS, RFQ and RFO

A: These acronyms refer to various types of solicitation documents that are used, depending on the type of purchase as described in the definitions below.

IFB refers to an "Invitation for Bid," a document used to request bid prices for the commodities and services for which the specifications are well defined and the determining factor is price, providing that bidders meet the specifications, terms and conditions of the IFB.

RFP refers to a "Request for Proposal," a document requesting an offer be made by a vendor, which allows for negotiation after proposals have been received but before award of a contract for high technology goods or services, such as computer hardware and software.

RFS refers to a "Request for Services," a document used to request information about qualifications and details of services to be provided and costs for services. Used to procure services such

as computer programmers, lawyers and residential treatment.

RFQ refers to a "Request for Qualification," a document that requests details about the qualifications of professionals whose services must be obtained in compliance with the Professional Services Procurement Act. RFQ's are used to procure professional services such as accounting, architecture, optometry, land surveying and professional engineering.

RFO refers to a "Request for Offer," a document used for soliciting offers from State Catalogue (QISV) vendors authorized by the State of Texas General Services Commission.

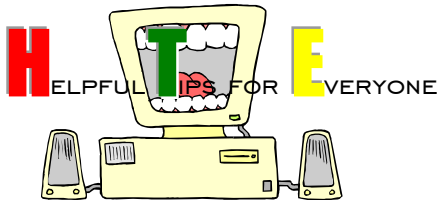
Q: How do I go about having items taken from my location to the County warehouse?

A: Complete sections II and III of the Travis County Inventory Form, making sure that all items that contain an individual "Bar Code" are listed separately.

Items that are not tracked individually (i.e., chairs, file cabinets, desks etc...) can be grouped, with the total number of each item listed in the comments. Call extension 9500 and place the work order to have these items moved to the warehouse.

Keep your paperwork in a place that is easily accessible so when the movers arrive they can verify the list and have them sign the box in the lower left corner "Receiving Truck Driver." Then simply tear off the pink copy and retain with your records of transfers. Q





By Michael Carmona

When entering a contract requisition into HTE, be careful not to change the unit cost! This could cause a purchase order to be created with no trace back to that requisition. For example, when processing requisitions to pay cell phone bills, please leave the unit cost at 1.0000 and enter the dollar amount under quantity as shown below:

```

Line number . . . 1
Item desc . . . AIRTIME MINUTES CHARGES AND
Vendor part # . . .
Commodity . . . 915 COMM & MEDIA RELATED SVC
Sub-com . . . 077 TELEPHONE SVC (AIRTIME)
Item # . . . 00001
Ship to . . . PU PURCHASING OFFICE
Quantity . . . 49.00
Order UOM . . . DOL DOLLAR
Cost code . . . N NOT APPLICABLE
Unit cost . . . 1.0000
    
```

KEYS

Reset is the <ctrl> key.

Field Exit is the <+> key on the numeric keypad.

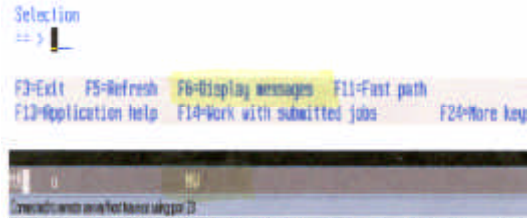
Navigation: to move forward through a form use <tab>; to move backward press <shift><tab>

Function keys greater than <F12> are invoked by holding down the <Shift> key, followed by a numbered function key; for example, to use:

- <F13> press <Shift> then <F1>
- <F14> press <Shift> then <F2>
- <F15> press <Shift> then <F3>

SYSTEM MESSAGES

If you should see MW in the message indicator line at the bottom middle of your screen, you can display the message(s) by pressing <F6>. See figure above. After you have read the message(s), enter a 4 next to the



message(s) to delete. Confirm the deletion by pressing <enter>, then press <F3> to return to the previous screen.

You can also check or clear other system messages by pressing <F18>. As before, enter a 4 next to the message you'd like to delete, then press <enter>.

Messages should be cleared each time you log onto HTE, and cleared at least once per week in order to conserve disk space on the AS/400 mainframe computer, which hosts the application. ☺

For your convenience, a listing of Purchasing Office contacts who are ready to assist you with your needs.

Purchasing Staff Phone List

Purchasing Agent	Cyd Grimes	473-9761
P.A.'s Executive Assistant	Lana Boling	473-9766
Asst. Purchasing Agent	Frank Holder	473-9451
Asst. Purchasing Agent	Donna Scarbrough	473-9764
Business Sys. Consultant	Michael Carmona	708-4851
HUB Coordinator	Sylvia Lopez	708-4561
HUB Specialist	Jorge Talavera	2058
Buyer III	Lolly Jones	473-4204
Buyer III	Vacant	708-4429
Buyer III	Lori Clyde	473-4205
Buyer III	Rose Garcia	473-9763
Buyer II	Loren Breland	708-4854
Buyer II	Richard Villareal	708-4881
Buyer II	Manuel Perez	473-9762
Buyer I	Ella Hill	708-4853
Contract Manager	Donald Rollack	473-9760
Contract Manager	Vacant	708-4562
Contract Manager	Lou Britt	708-4852
Executive Assistant	Lana Boling	473-9766
Purchasing Clerk IV	Melissa Hanson	3705
Purchasing Clerk III	John Gonzalez	3702
Purchasing Clerk III	Elsa Uresti	3703
Purchasing Clerk II	Betty Chapa	5437
Fixed Asset Manager	Ron Dube	236-6459
Fixed Asset Associate	Vacant	236-6458
Warehouse Manager	Vacant	236-6458
Const. Procumt. Specialist	Marvin Brice	473-9765
Const. Procumt. Specialist	Jerry Raisch	473-9724
Const. Procumt. Specialist	David Moreno	708-4850

"Quarterly Quote"

- "A good leader inspires men to have confidence in him;
- a great leader inspires them to have confidence in themselves."
- -Anonymous

Special Events Calendar

Texas Center for Women's Business Enterprise Classes and Events

April

5	Noon	Starting your Business
9	Noon	Expanding your Business
10	Noon	Business Plan Writing
12	Noon	Creating a Market Plan
17	11:30 a.m.	Noontime Network
17	1:30 p.m.	Business Loans
18	Noon	Shoestring Marketing
19	Noon	Business Contracts 101
20	Noon	Doing Business Online
24	5:30 p.m.	Business Plan Writing
25	11:00 a.m.	8(a) Certification
26	Noon	Certification Made Simple

Classes are held in both Austin and Killeen. Austin Classes are held in the Austin Small Business Assistance Center at 4100 Ed Bluestein. Killeen classes are held at the Killeen Chamber of Commerce at 1 Santa Fe Plaza. For more information, or to RSVP (at least one day in advance), call: (512) 472-8522 or in Killeen (254) 200-2003, or call toll free (888) 352-2525

The University of Texas at Austin's McCombs School of Business is introducing the *Community Minority Business Advancement Program (CMBA)*, a new 45-hour professional development curriculum designed for small business owners and managers, specifically minorities and women. Students learn business fundamentals and the skills necessary to improve efficiency and effectiveness of their operations. Classes are from May 7 through June 27, 2001. For more information contact Elizabeth McClure, Program Coordinator for the Center for Small and Middle-Sized Enterprises, at 475-6427, or elizabethmcclure@bus.utexas.edu.

The Austin Community Development Corporation (CDC) will soon begin publishing *The Small Business Resource Directory*. For information on how to get a copy (\$15) contact: Pamela Cunningham at 472-8087



Left: Carol Hadnot, left, CMPI Board Member with Business Resource Consultants, shares a laugh with Henrietta Neely, a Protégé with Triad Building Maintenance, Inc. Right (from left): Precinct 2 Commissioner Karen Sonleitner; Trey Wattinger, Mentor with VRW Construction, Inc.; County Judge Samuel T. Biscoe; CMPI Chairperson Steve Swanson and Paul Turner, CMPI Board Member with the Austin Independent School District.

Mentor/Protégé Summit Draws National Crowd

By Sylvia Lopez

Travis County Judge Samuel T. Biscoe was the special guest speaker at the first Mentor/Protégé Summit Workshop, held on January 18, 2001, at the Hyatt Regency Hotel on Town Lake.

Mentors, Proteges and Mentor/Protégé Program Administrators from all over the country attended the first event of its kind in the Capital of Texas.

Mentor/Protégé Programs seek to help small, local and historically underutilized businesses to achieve success by pairing them with successful and established firms for a period of close association and collaboration.

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carrying out her daily duties over the years.

She also credits her role models, her parents, for the values that they held and instilled in her. Rose also considers two other people, whom she works with everyday, as role models

Lolly Jones, Buyer III, and Frank Holder, Assistant Purchasing Agent, whom she feels possess an admirable wealth of experience, knowledge and professionalism.

Rose is happy with her position but

From this type of relationship, the Protégés acquire inside knowledge from Mentors that would otherwise have to be attained from years of experience.

Mentors, in turn, gain the satisfaction of giving back to their community by helping disadvantaged businesses to succeed and raising the quality level and economic viability of the business community at large.

The Austin/Travis County version of the program, the Community Mentor/Protégé Initiative (CMPI) has received praise from both participants and observers, who have witnessed much progress since CMPI's inception in 1997.

"CMPI works, not because it is a mandate or because it has to," says Steve Swanson, Chairman of CMPI, "it works because people have the willingness to share and voluntarily work together." Q

may, inspired by her friend Lolly, go back to school to earn her bachelor's degree. More importantly though, her long-term goal is to help her 10-year-old daughter, Adrianna, graduate from a good college, a short list which UT Austin tops for her daughter.

For now, Rose will continue to do what she has been: try to make every day at work a good day and spend her down time shopping and browsing antiques because "it's relaxing."

"What's a bad day?" Rose asks. "You're the only one that can make it a bad day." Q



When visiting the Purchasing Office, to ensure that you are serviced efficiently, please stop at the front desk. All documents will be logged in, date stamped and distributed appropriately. If you need to speak with a staff member, someone in the Purchasing Office will be happy to assist you.

NOTEWORTHY...

March 2001 was proclaimed to be "Public Purchasing Month" by the City of Austin, Travis County and the State of Texas. The Proclamation was made by the Travis County Commissioner's Court on March 12, 2001, and will be on display in the Purchasing Office.

Q
Jerome Pilgrim, Buyer III, who served Travis County for seven years and was featured in the first "In the Spotlight" article, has left the County for a position with the Dallas Independent School District. "Jerome was a tremendous asset to the Purchasing Office," says Lana Boling, Executive Assistant to the Purchasing Agent, "and he will be greatly missed." Jerome was honored with a Proclamation commending his years of outstanding service.

Q
The Purchasing Office will soon begin distributing a "Vendor Brochure." The brochure is intended to provide a thorough overview of the County's purchasing process and familiarize new County vendors with the intricacies of doing business with county government.

Q
We would like to extend our best wishes to Eddie Dubord, previously Fixed Asset Manager, who recently left the County. You can continue to expect the same high quality service from Ron Dube, the new Fixed Asset Manager. A new Warehouse Supervisor position was also recently approved and applications are now being accepted.

Q
The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve. We are always open to your suggestions so please feel free to email your ideas to Jorge.Talavera@co.travis.tx.us. We at the Travis County Purchasing Office are striving to improve our service to you. Please let us know how we can better serve you.